Standards-Based Grading and Reporting – Create a Plan

Planning and Action Steps	Who	When	Policy/Procedure	Resources
1. Defining the purpose				
2. Developing reporting standards				
3. Addressing essential steps in development				
4. Establishing performance indicators				
5. Developing the reporting form				
6. Pilot testing and revision				

(Guskey, Thomas R. and Jane M. Bailey. *Developing Standards-based Report Cards.* Thousand Oaks, CA: Corwin, 2010, pg 24)
See http://opi.mt.gov/groups/mtl/wiki/b07f7/Hamilton__Standardsbased_Assessment_and_Reporting.html for more resources.